

Date: March 17, 1999

DSL-BQA-99-014

To:	Adult Family Homes	AFH 4
	Community Based Residential Facilities	CBRF 6
	Facilities for the Developmentally Disabled (FDD)	FDD 10
	Home Health Agencies	HHA 7
	Hospices	HSPC 5
	Hospitals	HOSP 7
	Nurse Aide Training Programs	NATP 5
	Nursing Homes	NH 9
	Residential Care Apartment Complexes	RCAC 3
	Certified Mental Health and AODA	CMHA 3

From: Rita Prigioni, Interim Director  
Bureau of Quality Assurance

#### Caregiver Background Check/Investigation Information - Memo 4

The purpose of this memo is to provide updated information on Caregiver Background Checks and Caregiver Investigations. On February 28, 1999, several amendments to the emergency rules became effective, partially in response to public hearings held across the state in January 1999. The Department's web site at [www.dhfs.state.wi.us](http://www.dhfs.state.wi.us) is updated to reflect the amendments. Highlights include:

- **Amended Crimes List Now in Effect** – A copy of the new Crimes List has been amended and is attached. The amended crimes table:
  - ✓ Further reduces the number of crimes that result in a permanent bar.
  - ✓ Moves some crimes that formerly required a rehabilitation review to the “substantially related” category.
  - ✓ Moves several bar with rehabilitation crimes to the “substantially related” category if the conviction occurred more than 5 years before the rehabilitation review request.
- **Other Amendments to HFS 12 and 13** – Highlights of the recent amendments to HFS 12 and HFS 13 are attached. Complete versions of the proposed emergency rules are available at the Department's web site mentioned above. Hard copies of the amended rules are available by sending a written request with a check, payable to the Division of Supportive Living, in the amount of \$7.95. You will receive copies of both of the proposed rules. Requests should be mailed to Barb Carey, Bureau of Quality Assurance, PO Box 309, Madison, WI 53701-0309. Your request should clearly indicate the name and address of the person to whom the draft rules should be sent.
- **Emergency Rule Public Hearing Times Announcement** - Pursuant to Wisconsin statutes, the Department will hold public hearings on the amendments to the emergency rules on Monday, April 12, 1999 at 10 a.m. at the Department of Health and Family Services, 1 West Wilson Street, Room 751, Madison.

- **Updated Frequently Asked Questions (FAQs)** - The DHFS web site also contains a section called Frequently Asked Questions. The site is updated regularly and is a good resource for answers to the most common questions the Department has received.
- **New Background Information Disclosure Form (HFS-64)** - A revised version of this form is attached. It may also be downloaded from the Department's web site and reproduced for entity use.
- **Rehabilitation Review Request (EXS-263)** - Based on the rehabilitation review requests received by the Department, it is important to remind applicants to fill out the entire application as well as submit all the required documentation, including a Background Information Disclosure form (HFS-64) and a completed caregiver background check.
- **Report of Alleged Client Abuse, Neglect or Misappropriation Form (DSL-2447)** – In response to input from entities and others, the Department is in the process of redesigning this report to be more user friendly and require less information where possible. Watch the web site for an upcoming, revised version.

Attachments